



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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Planning Board Approved Minutes

July 15th, 2020

7:00 pm at Community Development Meeting Room & Zoom Video Conference
3 North Lowell Road

Attendance:

Chair, Derek Monson, Present
Vice Chair, Alan Carpenter, via Zoom video conference
Joe Bradley, Present
Jennean Mason, Excused
Ruth-Ellen Post, Present, via Zoom video conference
Jacob Cross, Excused
Matt Rounds (alternate), Present via Zoom video conference, seated for Ms. Mason
Gabe Toubia (alternate), Present via Zoom video conference, seated for Mr. Cross
Tom Early (alternate), Absent
Heath Partington, Board of Selectmen liaison, Present, via Zoom video conference
Dick Gregory- Planning Board Director
Renee Mallett- Minute Taker, via video

The meeting opened at 7:04 with the Pledge of Allegiance and the introduction of members. On March 23rd, because of the Covid-19 pandemic, Governor Sununu created Emergency Order #12. This has relaxed the requirements of RSA 91-A, III(c) and allowed the meeting to be held while still following the CDC guidelines for social distancing and the Governor's restrictions on gathering of more than 10 people. As such many of the board members took part in the meeting via Zoom video conference.

Case 2020-14, Minor Site Plan Application (lot 17-I-300) 1-6, 9, 11, 13, 14, 16, 18, 20, 22 & 24 Chadwick Circle, Rural District & WWPDP & WPOD.

Chair Monson read a letter from the applicant into the record, asking for a continuance so they had time to address some issues raised by Mr. Rex Norman.

Mr. Rounds was seated for Ms. Mason at 7:10

Mr. Partington said that a layer of communication was lost when plans did not have to go before TRC. He said that when applications went directly to the board code enforcement did not have a chance to weigh in. Chair Monson said that Mr. Norman had sent a memo with additional issues, such as a pumphouse that had been built within the WWPDP. Mr. Partington described TRC as another way to keep details from falling through the cracks. Chair Monson said that it sounded like there was enough going on with Case 2020-14 that it should be reviewed by TRC. Vice Chair Carpenter said that some of the issues

seen with this application would not have been picked up by TRC and that it was more an issue of what was approved not being reflected in what was built.

Ms. Post thanked Mr. Norman for his careful review of the application and said there were some inconsistencies that needed to be addressed. She did not want to create a precedent by letting something slip by. Mr. Gregory disputed the characterization that the built plan did not match the approved one. He said that two pumphouses had been approved but that only one was built.

Ms. Post made a motion to open Case 2020-14 and to continue it until August 5, 2020 at 7:00pm to give the applicant time to address the issues raised by Mr. Norman in the memo dated July 13, 2020. Mr. Rounds seconded the motion. The motion was passed with the following roll-call vote:

Chair Monson, aye

Vice Chair Carpenter, aye

Mr. Bradley, aye

Ms. Post, aye

Mr. Rounds, aye

Mr. Toubia, aye

Mr. Partington, aye

Workshop

Ms. Post thanked Mr. Cross for his work on the survey questions and asked if the board should wait to discuss them when he, and Ms. Mason, could be there for the discussion. Ms. Post said that her husband did not follow planning issues closely, so she had used him as a focus group of sorts and asked him to take the draft survey to see how user friendly it was. Mr. Post said immediate definitions did not come to mind for some of the terms and technical jargon used in the questions. Ms. Post said the questions should be looked at through the lens of making them user friendly for a wider audience.

Mr. Rounds asked if the board thought the survey would be ready in time for the election. Chair Monson said he thought it was possible and that Mr. Griffin and Ms. Bottai had already been consulted about how the planning board could disseminate the survey during the election.

Mr. Toubia also had some wording suggestions and thought the board should wait to go over the document as a whole when the excused members could join them. Mr. Rounds agreed that some of the word choices used could obscure the true meaning of the questions and influence the answers. He cited as an example the use of low-income or subsidized housing being used interchangeably with workforce housing.

Vice Chair Carpenter said that surveys usually did not include definitions and that the questions should be reframed to make them effective. The board decided to table discussions on the questions until the rest of the board was present.

Discussion on the gallons of water per minute for wells and funding options for the master plan will also be discussed at future workshops. Mr. Partington said that the Board of Selectmen would not begin budget talks until November. Mr. Rounds asked for Mr. Partington's opinion on the appetite for funding the master plan. Mr. Partington said that previous requests for funding had been opposed by three board members, one of whom was no longer part of the board. He did caution that rejected funding requests were for lower amounts than has been discussed more recently by the planning board and he thinks that some justification will be needed when asking for funding. The uncertainty surrounding revenue due to Covid-19 will also play a role.

Ms. Williams said the town had seen a lot of changes since 2005 and even 2015. She wants the HD/HC prepared to work on related chapters whether the master plan is fully rewritten or just revised. She

asked why previous funding requests had been denied. Mr. Partington said that some Board of Selectmen members felt that the planning board should and could write the master plan themselves.

Mr. Rounds said that having the 2020 Census data included could be very helpful when crafting the master plan. He suggested they target their timeline with that in mind.

Ms. Post said she expected the Board of Selectmen to want more details on how and why master plan funding was needed. She said she had researched some RFPs for master plans and that many included things she had not yet considered herself. She thought the planning board should look at that kind of information before addressing the BOS.

Vice Chair Carpenter said that in "old" Windham it may have been appropriate for the planning board to create the master plan. However, he felt that a town with a billion-dollar valuation needed a professionally made plan. Vice Chair Carpenter said that going forward a capital reserve fund should be created, and a money put aside yearly, so every ten years a consultant could partner with the board to create a master plan. Ms. Post supported this idea.

Mr. Bradley said that was fine going forward but that the town could not wait another ten years for a master plan. He said something would need to be done in the next few years while also putting that kind of capital reserve fund into action.

Chair Monson asked Mr. Gregory to approach the Board of Selectmen to schedule a meeting between the two boards.

Regarding MS4 Stormwater Management Chair Monson said he had received only two questions, from Ms. Post, to bring to the town consultant. He asked that if any other board members had questions, they send them to be compiled and sent.

Chair Monson said the information about the parking lot at Clyde Pond was for informational purposes and that the board did not need to approve the plan. He said the Conservation Committee had enlisted the help of Mr. Shayne Gendron to create the plan.

Vice Chair Carpenter said this was true, as it was a town entity working on town owned property, but said that in previous instances plans like this had been held as a public meeting so the board, and residents, could offer feedback on the proposal. Vice Chair Carpenter wanted to know why the plan called for eight parking spaces as he commonly saw that many or more cars parked there at any given time. Chair Monson said Ms. Mason had raised the issue of impervious surfaces. Several board members said they would like to hear more information on where drainage would go.

Vice Chair Carpenter made a motion to adjourn the meeting. Mr. Partington seconded the motion. The motion was passed with the following roll-call vote:

Chair Monson, aye

Vice Chair Carpenter, aye

Mr. Bradley, aye

Ms. Post, aye

Mr. Rounds, aye

Mr. Toubia, aye

Mr. Partington, aye